

SRSRB LE 14th SRFB Grant Round – 2013 Calendar

Task	Date	Notes
Lead Entity 14th Grant Round Kick Off Meeting	Jan TBD	The LE Committee will meet to discuss, modify and approve the 2013 Calendar, Bylaws and Score Card.
Request for proposals & Distribution of 13 th Round Application Packet	Wed, Feb 13, 2013	Provide Notification of 13 th Grant Round & make application materials available at www.snakeriverboard.org under the Lead Entity Tab
SRFB 13 th Round Successful Applicants Meeting	Mid March (TBD)	RCO sponsored meeting to help successful applicants learn how to manage their grants received in the 13 th Grant Round (billings, etc.)
Pre-application Deadline – Send forms to the SRSRB Office in Dayton (Email to kris@snakeriverboard.org)	Tues, March 5 @ 5pm	Pre-apps are not mandatory but offer prospective sponsors an opportunity to discuss the concept with the RTT prior to drafting an application
SRSRB, LE Committee & RTT meet with potential sponsors to discuss pre applications and scorecards/criteria	<u>Tue, March 19</u>	SRSRB staff will present project concepts to group. Sponsors should be present to answer questions or present additional options at the meeting. (Overlap with RTT meeting)
SRSRB Meeting Discussion of Pre-Application Presentations	Tues, March 26	SRSRB staff will present project concepts to the board along with the LE and RTT perspective and comments. Staff will convey SRSRB perspective to project sponsors, (To be added to SRSRB regular agenda)
Draft Application Deadline – Applications will not be accepted after this date unless sponsor successfully appeals LE Committee (Deliver applications to the SRSRB Office in Dayton)	Tues, April 30 by 5pm	Applications must be submitted on SRSRB application form in electronic format (WORD doc). (Sponsors will need to work with SRSRB staff to upload projects into PRISM) Landowner form will be required with the draft application in 2013. Applications that do not have a landowner form will not be advanced to the LE committee.
Draft applications distributed to LE committee and RTT for review	Fri May 3	LE Committee members and RTT will have from May 3 – May 8 to review and comment on draft applications
Pre-score Draft Applications – LE committee, RTT members, SRSRB members & sponsors meet to comment & pre-score all applications	<u>Thurs, May 9</u>	Project sponsors will present proposed projects before the LE and RTT. Time will be allotted for question/answers and projects will be pre-scored using the SRSRB LE score card
RTT Discussion about Draft Project List and Comment	<u>Tue, May 21</u>	Staff will review the draft project list for discussion in the RTT meeting and provide comments to the SRSRB and sponsors (Added to RTT regular agenda)
SRSRB Meeting Discussion of Pre-Scored Draft Application Presentations	Tues, May 28	SRSRB staff will present project concepts to the board along with the LE and RTT perspective and comments to date. Staff will convey SRSRB perspective to project sponsors
Projects Tour SRFB review panel will visit sponsor's projects (as per requirement)	T, W, Th June 3-5	The review panel will tour proposed projects with Sponsor, and participating LE Committee, SRSRB and RTT
Draft application review forms complete by SRFB Review Panel	Friday June 21	The SRFB review panel will submit their comments on any pre-application they reviewed
Sponsors revise applications based on comments "Fix it Loop"	Friday June 21 – Thurs July 11	During this period sponsors should address comments from SRFB tour and comment forms
Final Application Deadline – including landowner acknowledgements, partner agreements, project design, applications and/or any other forms needed are due to SRSRB Office In Dayton (Kris 509-392-3858)	Thurs, July 11 By 5pm	Applications must be submitted as electronic copies. If difficulties occur due to file size or computer error submit forms as paper copies and deliver an electronic copy as soon as possible. Final apps will be distributed by Staff to the CD's who will distribute to citizen LE members
Final Scoring Meeting – Sponsors present project and relationship to scoring criteria & answer questions, LE Committee Scores & Ranks	<u>Thurs July 18</u>	Project sponsors will have the opportunity to present the changes from their pre-application and address questions and comments. The Lead Entity Committee will score and rank Final Applications
SRSRB finalizes Lead Entity List	Tues, July 23	SRSRB as the LE has final decision over the ranked order of the project list
Project application revisions/scrubbing/coordination & PRISM Application Completion	July 23-Aug2	Committee/Staff/RTT work with applicants who are approved on the LE List to meet any special conditions recommended by the SRSRB prior to entering the projects into PRISM
Application materials including attachments are submitted via PRISM	Friday Aug 2	SRFB must receive applications in PRISM for the project to be eligible for funding.
Regional Materials Appendix N and O Due to RCO SRFB Staff.	Friday Sept 6,	Staff complete regional process and submits final report

Version 1-15-2013

January 2013

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August 2013

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September 2013

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October 2013

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November 2013

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December 2013

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Legend

- Application Due Dates
- LEAD Entity Committee Meetings
- SRSRB Project Updates and List Finalization
- SRFB Project Tours
- SRFB Application Due Date
- Holiday

Critical Personnel

- Sponsors & Staff
- Sponsors, CCDs, LE Committee, RTT, Staff
- All Board Members
- Sponsors, CCDs, LE Committee, Board Members
- Sponsors and Staff